



WARRIORLIFE

Student Gathering Planning Checklist

****All attendees must adhere to daily screening, face coverings indoors regardless of vaccination status, physical distancing of 3 feet, and campus vaccination requirements.**

Task	Form Links	Submit To and Timeline
Step 1: Gather Date, Time Location		
<input type="checkbox"/> Have your Student Event Coordinator check 25Live Scheduler for reservable/available space. REMEMBER: ~ FDC - You'll need to pay for an event monitor ~ Snider - You'll need to pay for event technicians. (No food permitted) ~ Main & South Dining - You will pay to flip the room to any other layout than the default. (You <u>cannot have any outside food</u> in these rooms. If you have food, it must come from Chartwells).	25Live Scheduler	25Live Reservation needs to be submitted for these types of student gatherings: ~ Meeting (members only) 3 business days in advance , at least. ~ Tabling (Campus Community) 10 business days in advance , at least. ~ Activity (Campus Community) 10 business days in advance , at least. ~ Event (Campus/ Public Fall '21) 1 month in advance , at least
Step 2: Attendance and Day-Of Details		
<input type="checkbox"/> Who will be attending the event (indicated in 25Live)? **Campus community only in Fall '21 ~ Students ~ Elected Official ~ Staff ~ Public ~ Faculty ~ Invited Guests	25Live Scheduler	This information is submitted online via the 25Live reservation system.
<input type="checkbox"/> Who is the day of event contact? Who is the person in charge of the event that can answer questions if needed?	25Live Scheduler	This information is submitted on the 25Live reservation. You should always have two people to contact for the event. The person in charge and an alternate.
<input type="checkbox"/> Is this a Physical Activity? Playing flag football, dance, lip-synching, talent show, etc. **Masks are encouraged for outdoor gatherings and <u>must be worn if 3 feet physical distancing is not possible.</u>	Event Detail Summary Form Certificate of Insurance (COI) Requirements	Submit to: Julie Anaya , Student Organizations & Fraternity/Sorority Life Coordinator, Student Leadership and Development All insurance requirements, with Additional Insured if needed, must be submitted at least two weeks prior to your event.
<input type="checkbox"/> Will you have any outside vendors? Will you have or be using a dunk tank, bounce house, cotton candy/popcorn/icee machine, etc.? **These will need university approval for Fall '21	Submit IN-PERSON: Vendor 204 Form Vendor Quote Submit via EMAIL: Certificate of Insurance (COI) Requirements	Submit to: Julie Anaya , Student Organizations & Fraternity/Sorority Life Coordinator, Student Leadership and Development All insurance requirements, with Additional Insured if needed, must be submitted at least two weeks prior to your event.

<input type="checkbox"/> Will you have Performer(s)? <ul style="list-style-type: none"> • Business, Individual, or Student? • Performing or Teaching? • DJ or Band? 	Submit IN-PERSON: Vendor 204 Form Performer Contract Vendor Quote Submit via EMAIL: Certificate of Insurance (COI) Requirements	Submit to: Julie Anaya , Student Organizations & Fraternity/Sorority Life Coordinator, Student Leadership and Development All insurance requirements, with Additional Insured if needed, must be submitted at least two weeks prior to your event.
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Step 3: Parking, Facilities, and Equipment

<input type="checkbox"/> Will you need parking? Recognized Student Organizations aren't exempt from parking fees, but you can request a parking moratorium and pay for a lot as needed.	Parking Guide	Contact Baltazar Reyes , Parking Officer at 209/667-3114 breyes@csustan.edu with the following information: Chart string account to bill the RSO ASI Account OR If you wish to pay at the University Police please provide the front office with the date, time and lot you wish to pay the parking fee.
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<input type="checkbox"/> Will you need equipment provided by University Student Center (SC) that is not in 25Live (i.e. stage, grill, sound, etc)?	SC Equipment Stage Quad Equipment Grill(s) Sound Tables and Awnings	University Student Center Lyz Guzman laguzman@csustan.edu Please make sure your reservations are in 25Live or submitted to the department at least 10 business days before your event.
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<input type="checkbox"/> *If QUAD equipment (tables, chairs, awnings) are not available, you need equipment for other locations, OR you want to change the layout of a reserved room, you will need to submit a Facilities Work Order. RSOs cannot move the layout of a room on their own. In the reservation, choose a layout if you want something different than the default layout. Then attach the room layout to your 25Live reservation when complete.	Online Work Order Link 25Live Scheduler	This information is submitted online via the Online Work Order system.
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STEP 4: Attend a S.A.F.E. meeting to discuss the event.

<input type="checkbox"/> RSVP to a S.A.F.E meeting on WarriorLife. Virtual Meetings are held every week on Thursday, 9:00-10:00 a.m. **Organizations hosting "Events" are required to attend a S.A.F.E. meeting.	WarriorLife Event Detail Summary Form	This is an opportunity for you to present your event details to all departments who help to make your event successful i.e. Safety & Risk, Facilities, SLD, Contracts, etc.
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Step 5: Food

<input type="checkbox"/> Will you be using Chartwells on campus dining or Contactless Catering?	Contactless Catering No forms are needed	You'll need to connect with: Charles Pereira -General Manager 209-667-3631 Charles.Pereira2@compass-usa.com
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<input type="checkbox"/> Will this event be a potluck? **Potlucks are not permitted in Fall 2021	No forms are needed	Student Organization funds can be used if under \$250.00
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<input type="checkbox"/> Would you like to use an off-campus food provider? (i.e. restaurant, Costco pizza, etc). See Food Policy **All food must be prepackaged in Fall 2021 – no self-serve is permitted.	Temporary Food Permit (TFP)	Complete a Temporary Food Permit form (TFP) to request approval at least 10 business days prior . You will receive a response and be informed if it will count as one of your four academic year Temporary Food Permits (TFPs) .
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